



## **SEA Summer Programs Food Service Director**

Sea Education Association (SEA), <http://www.sea.edu>, invites applications for a Food Service Director for our summer programs.

### **About SEA**

SEA is a non-profit educational institution and an internationally recognized leader in undergraduate ocean education. Since 1971, SEA has educated undergraduates about the world's oceans through its Boston University accredited study abroad program, SEA Semester®. SEA is located on Cape Cod in the oceanographic research community of Woods Hole (Falmouth) and owns and operates two sailing research vessels: the SSV *Corwith Cramer* in the Atlantic Ocean and the SSV *Robert C. Seamans* in the Pacific.

SEA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

### **About SEA's Summer Programs**

SEA provides multiple residential summer academic programs for motivated high school students: <https://sea.edu/programs/high-school-programs/> Students live and study at our campus in Woods Hole, Massachusetts. Academic programming is scheduled throughout each day, including on most weekend days. Coursework includes lectures, discussions, laboratory activities, and field trips; all introducing students to the study of oceanography, the history of humanity's relationship with the oceans, and modern maritime issues. Teamwork, leadership,

and sense of community are the underlying values of SEA's academic curriculum. Participants not only grow as students, but as global citizens and individuals.

## **Opportunity & Tasks**

The Food Service Director (FSD) designs, implements, and manages the overall food service operation for SEA's summer programs, including menu planning, purchasing, preparation, service, sanitation, and record keeping for 3 meals plus snacks to approximately 75 people per day during the summer.

The on-campus dates for the position will be June 19 – August 20<sup>th</sup>, 2023. Some planning work may be required prior to arrival on campus and will be compensated.

Some of your responsibilities will include:

- Menu planning, purchasing, preparation, nutrition, safety, service, sanitation, record keeping
- Ensure safe and efficient preparation and service of meals
- Making accommodations for students and staff with dietary allergies or restrictions
- Supervise and train rotating kitchen support staff
- Oversee the inventory and ordering of food, equipment, and supplies and be responsible for the routine maintenance, sanitation, and upkeep of the kitchen, its equipment, and facilities
- Promote practices that seek to reduce waste, reuse items, and recycle/compost as much as possible

## **Qualifications & Requirements**

- Experience in institutional or large food service setting
- Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment
- Ability to work within a budget and purchase supplies efficiently
- Experience in supervising effectively
- Knowledge of and experience in the preparation of foods for specialty diets
- Ability to work well with others in a team setting
- Valid foodservice certifications
- Physical ability to lift and carry 50 pounds minimum

- Physical mobility and endurance to perform tasks while standing/walking for long periods of time
- CORI check required

## **Compensation**

\$1200/week; negotiable based on experience and pro-rated for total number of days worked.

Housing on campus is included, meals are provided.

## **How to apply**

Please submit a resume, cover letter, and relevant certifications to

highschoolsummer@sea.edu . Applications will be accepted until the position is filled.